

Policy and Procedure	Date Issued 1/1/2010	Section Provider Network	Policy Number QA-7	Page 1
Milwaukee County Behavioral Health Division SAIL	Date Revised	Subject: Information System Requirements		

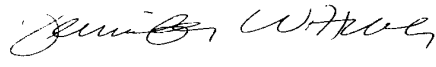
1. POLICY:

It is the policy of the Behavioral Health Division (BHD) Community Services Branch that Providers must comply with the Behavioral Health Division's (BHD) Management Information System data needs. This data includes, but is not limited to, service data, agency financial data, and performance measurement data.

2. PROCEDURE:

- A. The Provider will have the sufficient technological capacity to adapt agency data systems as necessary to accommodate any and all changes to data reporting requirements by BHD. Should modifications to these requirements be necessary, the provider will comply within 90 days of written notification. Failure to comply with reporting requirements will result in withholding of payment. The Provider will be required to report all necessary information in a timely manner consistent with the needs of BHD.
- B. As BHD requires Provider agencies to access BHD's information system via the Internet to report services, Providers need to meet the minimum computer hardware and software standards as determined by both BHD and Milwaukee County Information Management Services Division. BHD will survey the agency for specifications needed and readiness to access the system. At present, these specifications require that all personal computer equipment should be at least:
 - Pentium III 550 MHz processor
 - 128 MB of memory
 - CD-ROM drive or access to a network CD-ROM for installation
 - Minimum of 300 MB of free disk space for installation and working space during processing
 - 800 x 600 SVGA display with 256 colors and 16MB of video RAM
 - Parallel port, TCP/IP Ethernet connection of 10BT
 - At least a 14" color monitor capable of SVGA display
 - Windows 2000 Professional or Windows XP Professional
 - Microsoft Internet Explorer 6.0 or higher
- C. Providers are required to make broadband access to the Internet available to staff members as necessary and to obtain communication software necessary, i.e., File Transfer Protocol (FTP), to access BHD's primary information system.
- D. Provider agency and its staff must submit a "Computer Login Request" form, "Confidentiality Statement" and "Rules and Responsibility" forms for each staff person the provider wishes to have access to the BHD Information System (CMHC). Provider staff may not install the CMHC Workstation Components on their home computers.

Reviewed & Approved by:



**Jennifer Wittwer, Associate Director
Adult Community Services Branch**